

For publication

Overview and Scrutiny Work Programme 2019/20

Meeting: Overview and Performance Scrutiny Forum

Date: 4 July, 2019

Cabinet portfolio: Governance

Report by: Senior Democratic and Scrutiny Officer

For publication

1.0 Purpose of report

1.1 To provide the Overview and Performance Scrutiny Forum with the proposed overview and scrutiny committees' (OSC) work programme 2019/20 for approval.

2.0 Recommendations

2.1 To consider and approve the overall overview and scrutiny work programme 2019/20 for recommendation to the council's OSCs.

2.2 To consider appointment of scrutiny project group lead members and memberships for recommendation to the council's OSCs.

2.3 To consider and approve appointments to council working groups.

3.0 **Background**

- 3.1 The overall purpose of the overview and scrutiny function is to help the council achieve the best it can achieve for its community through ensuring robust decision making. Alignment of overview and scrutiny work with council priorities and resource allocations whenever possible will enable the best opportunity for the overview and scrutiny function to add value to those decisions and be more effective in its work.
- 3.2 The overview and scrutiny work programme will facilitate advanced planning, resource allocation and pro-active working with members, officers and other stakeholders to support the council in its decision making. The programme of work also makes transparent to all stakeholders, internal and external, what the forward planned work of OSCs will be.

4.0 **Work programming process**

- 4.1 Over the past four years, scrutiny has been using a work programming format that engages all scrutiny, backbench and Cabinet members in the process. The constructive feedback and comments from last year's session were used to make improvements to this year's session.
- 4.2 As a change from previous years, one work programme action planning day took place that involved all members which was followed up by a prioritisation session with scrutiny chairs and vice-chairs. Due to the local election, it was decided to postpone scrutiny work programming until after the election to enable new scrutiny members to input into the process. This resulted in a shorter time frame to produce the work programme. Work programming will return to the usual two action day format for 2020/21.

4.3 At the first planning day event cabinet members were invited to present their priorities and plans for the year 2019/20. OSC and other backbench members worked together informally in mixed group workshops to discuss and agree suggested business for the scrutiny work programme. They were also asked to consider whether there was a public interest in the item and if scrutiny could have an impact. This workshop produced a long list of potential business items.

4.4 In the second session, scrutiny chairs and vice-chairs considered the long list of potential business items generated from day one. All items were prioritised against the impact scrutiny could have and public interest in the item. Having achieved a priority rating for each item, a further discussion took place to consider which items would be suitable for scrutiny project groups.

4.5 Following these sessions, the Democratic and Scrutiny Officers discussed the topics with senior officers to decide on timings for scheduling items into the work programme.

5.0 **Work Programme 2019/20**

5.1 The proposed work programme 2019/20 is attached at Appendix A to this report. The overall programme, once approved, will be recommended to the Community, Customer and Organisational Scrutiny Committee and Enterprise and Wellbeing Scrutiny Committee for adoption. The work programme documents can then be developed for each of these OSCs to provide more detail needed for each committee's work.

5.2 The attached work programme includes business items identified for scrutiny project group work and items for reports to OSC meetings.

- 5.3 Also included in the work programme are standing items carried forward:
- i. statutory Crime and Disorder Scrutiny Committee meetings;
 - ii. important routine items including reports on the budget, Council Plan and corporate performance;
 - iii. any items on the OSC monitoring schedule;
 - iv. routine scrutiny management reports.
- 5.4 Members and officers should also be aware that there may be business items arising during the year that require expedient scheduling within the work programme. For example, these may include any 'call-in' or petition received requiring OSC attention. Cabinet members and managers may also request to bring further reports on business, not included in the work programme and OSCs need to remain responsive to important issues if they arise. Such matters may need to be accommodated which could mean some displacement of other, less urgent work programmed business.
- 5.5 Appointments to Scrutiny Project Groups: On approving the proposed work programme the Overview and Performance Scrutiny Forum will need to give consideration to appointments of scrutiny project group lead members and memberships for new project groups. Any membership changes to existing project groups rolling forward will need to be approved by the parent OSC at the appropriate time. The appointment of lead members and membership of new project groups is subject to approval by the parent OSC and Scrutiny Chairs.
- 5.6 Appointments to Council Working Groups: Appointments to places reserved for scrutiny committee members on council working groups (non-OSC appointed working groups) will also need to be considered and agreed. Working groups currently include those of Member Development and Housing. This scrutiny member role requires reporting back from these

groups to the parent OSC. Details of the current scrutiny representatives on the council working groups and scrutiny project groups is below:

Existing scrutiny project groups:	Lead Member:
Future use of the old QPSC	Councillor Gordon Simmons
Community Rooms	Councillor Kate Caulfield
New scrutiny project groups:	
Climate Change – Air Quality	<i>New lead member needed</i>
Community safety and providing for young people	<i>New lead member needed</i>
Council working groups:	
Member Development	Overview and Scrutiny Chairs: Councillor Ray Catt and Councillor Pete Innes
Housing	<i>Councillor Suzie Perkins (New representative needed)</i>

6.0 **Recommendations**

- 6.1 To consider and approve the overall overview and scrutiny work programme 2019/20 for recommendation to the council's OSCs.
- 6.2 To consider appointments of scrutiny project group lead members and memberships, for recommendation to the council's OSCs.
- 6.3 To consider appointments to council working groups.

7.0 **Reason for recommendations**

- 7.1 To enable effective planning of the work of the overview and scrutiny function and thereby its contribution to the work of the council.

Glossary of Terms <i>(delete table if not relevant)</i>	
OSC	<i>Overview and Scrutiny Committees</i>

Document information

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Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	OSC Work Programme 2018/19